



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES, ATLANTIC

1468 INGRAM STREET

NORFOLK, VIRGINIA 23551-2596

MARFORLANTO 1650.1T

FADJ

AUG 08 2001

U.S. MARINE CORPS FORCES, ATLANTIC ORDER 1650.1T

From: Commander

To: Distribution List

Subj: AWARDS ADMINISTRATION AND PROCEDURES

Ref: (a) SECNAVINST 1650.1F
(b) MCO 1650.19J
(c) SECNAVINST 5510.36
(d) SECNAVINST P5212.5D

Encl: (1) Opening/Closing/Retirement Statements on Citations for LOMs, MSMs, NMCCMs, and NMCAMs
(2) Sample of NMCAM
(3) Sample of NMCCM
(4) Sample of MSM
(5) Sample of LOM (Retirement)

1. Purpose. To revise policy and procedures for the preparation and processing of individual and unit recommendations for decorations and awards. This is a coordinated Commander, U.S. Marine Corps Forces, Atlantic (COMMARFORLANT); Commander, U.S. Marine Corps Bases, Atlantic (COMMARCORBASESLANT); and Commanding General, Fleet Marine Force, Atlantic (CG, FMFLANT) Order.

2. Cancellation. MARFORLANTO 1650.1S.

3. Background

a. Reference (a) sets forth the policies and procedures for the Navy and Marine Corps Awards Program. It further defines the eligibility requirements for both individual and unit awards.

b. Reference (b) contains procedures and instructions for issuing decorations, medals, and awards (including Certificates of Commendation, Meritorious Masts, and Letters of Appreciation) and sets forth policy guidelines for submitting personal and unit award recommendations.

4. Summary of Revision. This Order contains significant revisions and should be reviewed in its entirety. Key revisions include:

a. Paragraph 5l. Establishes the guidelines for issuance of the Military Outstanding Volunteer Service Medal (MOVSM).

b. Paragraph 6a. Establishes specific administrative requirements and procedures for the awards processed by this Headquarters.

c. Paragraph 6c. Revises the composition of the MARFORLANT Awards Board.

5. Policy. Awards are used to enhance morale in a military organization and to reward individuals for outstanding meritorious, or professional achievement/service, which is above and beyond that normally expected and commensurate with an individual's grade and experience. The following guidance applies:

a. Purpose of Awards. The judicious use and integrity of military decorations and awards provide incentive towards greater effort and improves unit morale. This is especially true when individuals are promptly and publicly recognized for their actions.

b. End-of-Tour Awards. The Marine Corps Awards system is an effective system and fully supports individual recognition for Marines and Sailors who have served with distinction; however, the integrity of the system must not be compromised by approving awards which lack ample justification. The true merit of the system lies in retaining the intrinsic value of each individual award. End-of-tour awards are not an integral part of the awards system, nor are they to be submitted by a departing commander as a means of expressing appreciation to the staff for their loyalty and support. Those who initiate award recommendations must carefully weigh the professional accomplishments of the candidate and ensure that they are enduring. Routine end-of-tour awards obviously have no place in the awards system. In some cases a Letter of Continuity (LOC) retained by the unit/command or forwarded to the gaining unit/command detailing an individual's accomplishments to date may be more appropriate.

c. While the Marine Corps does not have a "Retirement Award" similar to that of the Air Force and the Army, the occasion of one's retirement and/or transfer to the Fleet Marine Corps Reserve (FMCR) are significant achievements that warrant consideration for an award. Commanders are encouraged not to overlook this milestone for submission of an award upon the occasion of a Marine's retirement.

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The action period is the time that he/she was in that Command, not the individual's entire career. The following additional information is required in the summary of action:

(1) The total number of years of Marine Corps/Navy service the individual has completed.

(2) An indication as to whether or not the individual has served in a combat environment.

d. The quality and extent of meritorious service performed by the individual, not the grade or billet held, are generally the primary factors in making a determination on the level of award proposed. Normally, higher awards recognize accomplishments achieved by personnel exercising authority commensurate with senior officer and enlisted grades.

e. Award recommendations may originate with the individual's reporting senior or other senior officers, but must be endorsed by the immediate commanding officer. In all cases, the originator must be an officer and senior to the individual being recommended for the award. Recommendations will be submitted as promptly as possible following the act or term of service to which the recommendation refers.

f. Brevity is encouraged in the Summary of Action (SOA) for most noncombatant awards. It is imperative that personal award recommendations be adequately justified in the SOA. The citation should have specific information on the individual's outstanding achievement found in the SOA (quantifiable information should be provided when practical). Impact awards are awarded for a specific achievement/accomplishment and cover a period of less than 120 days. Impact Navy and Marine Corps Achievement Medals require a simple narrative or bullet format SOA. Awards of higher precedence require a more narrative style covering a wider spectrum of performance. Proper justification on the basis of accomplishment and service will ensure that deserving Marines and Sailors are properly recognized. If the award is not fully supported in the SOA, the recommendation may be disapproved, downgraded, or returned to the originator for amplification.

g. In order for awards to be presented prior to an individual's detachment, the award recommendation must be submitted in sufficient time to enable appropriate boarding; administrative processing; review by the Chief of Staff;

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approval by the Commander; and forwarding to Headquarters Marine Corps (HQMC) Awards Branch for action if appropriate. Awards must be received electronically by the Force Adjutant according to the following submission timelines (all dates should be prior to ceremony date):

Award	Days Before Detachment
Legion of Merit (LOM) or higher	120
Legion of Merit (Retirement)	60
Meritorious Service Medal (MSM)	60
Navy and Marine Corps Commendation Medal (NMCCM)	45
Navy and Marine Corps Achievement Medal (NMCAM)	45

h. Classified awards must contain declassification instructions as set forth in reference (c).

i. When a service award recommendation originates in a unified or joint command structure, forward it for comments to the unified or joint commander, who will then forward it to the appropriate approving authority.

j. When Marine Expeditionary Units (MEUs) are under the operational control of a fleet commander, award recommendations will be forwarded via the fleet chain of command for appropriate approving action. When control reverts to COMMARFORLANT (i.e., return of a MEU to its homeport/station) awards will be forwarded through the MARFORLANT chain of command.

k. COMMARFORLANT is the awarding authority for the LOM (Retirement only) for all Major Subordinate Commands (MSC) and the MSM for all MSCs except II Marine Expeditionary Force (II MEF). For the purposes of this Order MSCs include: II MEF, Marine Corps Air Bases Eastern Area, Marine Corps Base Camp Lejeune, and Marine Corps Security Force Battalion (MCSFBn). The Commanding General, II MEF has been given the authority to award Meritorious Service Medals to Marines of II MEF. Additionally, COMMARFORLANT is the awarding authority for the NMCCM and higher awards for MCSFBn and Headquarters and Service Company, MARFORLANT. It is the intent of COMMARFORLANT not to issue/approve end-of-tour awards to/for individuals transferring within the same MSC. In such cases a LOC is more appropriate.

1. The Military Outstanding Volunteer Service Medal (MOVSM) was established for members of the Armed Forces who have distinguished themselves through outstanding community service. It is intended to recognize exceptional community support over a period of time and not to recognize a single act or achievement. The MOVSM is a personal decoration and carries the same high standards and expectations as any military award. Since almost all volunteer work is conducted during off-duty time, it cannot be measured simply by hours served, or events attended, or miles driven. Volunteer service should be measured by the significant level of involvement and importance of contribution. Consequently, MOVSMs will be accompanied by letters, documents, or testimony that defines the outstanding community service. Commanders authorized to award the NMCAMS may approve the MOVSM.

6. Procedures

a. Submit all awards utilizing the Headquarters Marine Corps (HQMC) Awards Processing System (HQMC APS). Originators, per paragraph 5d, will log on to the HQMC APS Website at <http://awards.manpower.usmc.mil>, register online if not already registered, and submit the personal award recommendation (HQMC APS/1650(EF)) with Summary of Action and proposed citation via the chain of command to the appropriate awarding authority.

(1) All awards submitted through COMMARFORLANT or to COMMARFORLANT as the awarding authority must be forwarded to the following unit awards mailbox: MFLG1AWARDS@MARFORLANT.USMC.MIL. The mailbox is not upper or lowercase sensitive, however, it must be entered as written above.

(2) The award recommendation (HQMC APS 1650(EF)) must be accurate and completely filled out.

(3) Every effort should be made to accurately enter previous personal decorations indicating the period of the award recognized.

(4) Provide exact date of presentation ceremony, if scheduled, or date terminal leave commences.

b. When the performed service of an individual, either Navy or Marine Corps, is deserving of recognition above that afforded by the fitness report or proficiency/conduct markings,

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but not sufficient for the NMCAM or higher award, the issuance of the field Certificate of Commendation (CertCom) (NAVMC 10631) is appropriate. Any Commander who has the authority to approve the NMCAM may issue CertComs. Command level approved CertComs should be forwarded to CMC (MMSB) for entering into the Official Military Personnel File (OMPF). CertComs to be signed by COMMARFORLANT will consist of the following:

(1) The proposed citation will be double-spaced, placed in landscape format on the page, and no more than nine and one-half (9 1/2) lines in length. The citation will begin with "exceptional performance of duty while serving as...(billet, organization, inclusive dates) and ending with "(grade/last name) exceptional contributions and dedication to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service." The letter transmitting the proposed citation should contain a brief summary of justification.

(2) Recommendations for a Commandant of the Marine Corps (CMC) CertCom are to be submitted via the appropriate chain of command by naval correspondence with a proposed citation. Allow at least two months for processing.

c. The MARFORLANT Awards Board will vote on all award recommendations received from subordinate commands. The MARFORLANT Awards Board will consist of the following uniformed members:

(1) Chief of Staff (President).

(2) AC/S: G-1, G-2, G-3/5, G-4, G-6, G-8, Chaplain (USN only), Force Surgeon (USN only) or the Deputy AC/S in the absence of actual AC/S.

(3) Sergeant Major (for Marine enlisted awards only).

(4) Command Master Chief (for Navy enlisted awards only).

(5) Other general and special staff officers as appropriate based on the content of the recommended award.

d. At the discretion of the Chief of Staff, an alternate awards board may be designated. Each awards board will consider each personal and unit award and make one of the following recommendations:

(1) Approve as recommended, or forward recommending approval if a higher headquarters is the awarding authority.

(2) Approve/recommend approval of a lower/higher award.

(3) Do not approve any award.

(4) Return the award to the originator for clarification or further justification.

7. Action

a. MSCs will establish an awards board to review recommendations for personal and unit awards. They will institute such procedures, as necessary, to maintain the integrity, high standards, and equitability of the awards system.

b. Award recommendation files will be retained per the instructions contained in Part III, Chapter 1, paragraph 1650(1) of reference (d). The awarding authorities will electronically submit approved awards to CMC (MMMA) via the HQMC APS for inclusion in the individual's OMPF.

c. MSCs will adhere to the policies set forth in references (a) and (b) and this Order. If circumstances require an exception to policy, address that request in writing when submitting the award.

8. Reserve Applicability. This Order is applicable to members of the Marine Corps Reserve assigned/attached to MARFORLANT/MARCORBASESLANT/FMFLANT.



J. M. MCNEAL
Chief of Staff

DISTRIBUTION: A-2/E (one copy each)

Copy to: CMC (MMMA), COMMARFOREUR, COMMARFORSOUTH

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**Opening/Closing/Retirement Statements on Citations for
LOMs, MSMs, NMCCMs AND NMCAMs**

Legion of Merit

Opening Statement:

For exceptionally meritorious conduct in the performance of outstanding service.....

Closing Statement:

By (His/Her) outstanding leadership, commendable innovation, and inspiring dedication to duty, (Rank/Name) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Meritorious Service Medal

Opening Statement:

For outstanding meritorious achievement/service...

Closing Statement:

(Rank/Name)'s untiring efforts to carry out his/her demanding tasks with unfailing good judgment, effectiveness, and total devotion to duty were in keeping with the highest traditions of the Marine Corps and United States Naval Service.

Navy and Marine Corps Commendation Medal

Opening Statement:

Heroic achievement (or meritorious achievement) (or heroic service) (or meritorious service) while serving as...

Closing Statement:

(Rank/Name)'s initiative, perseverance, and total dedication to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

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**Opening/Closing/Retirement Statements on Citations for
LOMs, MSMs, NMCCMs AND NMCAMs**

Navy and Marine Corps Achievement Medal

Opening Statement:

Professional (leadership for all 1stSgt's and SgtMaj's) achievement in the superior performance of his/her duties while serving as...

Closing Statement:

(Rank/Name)'s initiative, perseverance, and total dedication to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

Retirement Closing Statement

* (His/Her) superior performance during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks, highlighting the culmination of XX years of faithful and dedicated Marine Corps service.

Certificate of Commendation

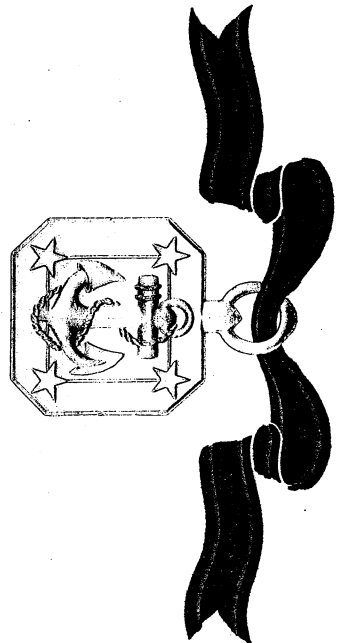
Opening Statement:

Exceptional performance of duty while serving as...

Closing Statement:

(Rank/Name)'s exceptional contributions and dedication to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

SAMPLE OF NMCAM



ENCLOSURE (2)

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(EXAMPLE OF AWARDS CERTIFICATE FOR A NAVY AND MARINE CORPS ACHIEVEMENT MEDAL)

TO
SERGEANT HARD CORE
UNITED STATES MARINE CORPS
FOR

"FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS

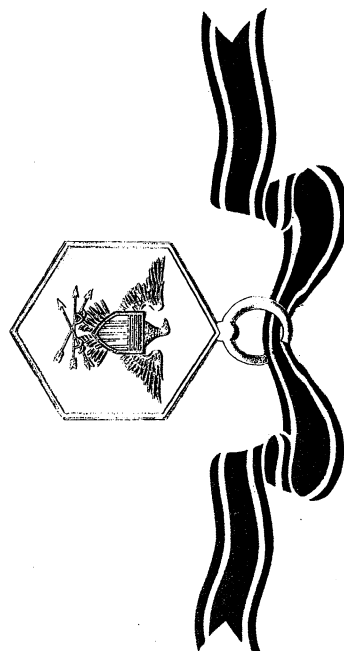
SERGEANT CORE'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

GIVEN THIS 2ND DAY OF APRIL 2001



For the
SECRETARY OF THE NAVY
I, M. COMMANDING
LIEUTENANT GENERAL, U.S. MARINE CORPS
COMMANDER, U.S. MARINE CORPS FORCES, ATLANTIC

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ENCLOSURE (3)

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS COMMENDATION MEDAL

(EXAMPLE OF AWARDS CERTIFICATE FOR A NAVY AND MARINE CORPS COMMENDATION MEDAL)

TO

SERGEANT HARD CORE
UNITED STATES MARINE CORPS

FOR

"(HEROIC ACHIEVEMENT) (HEROIC SERVICE) (MERITORIOUS ACHIEVEMENT) (MERITORIOUS SERVICE) WHILE SERVING AS -----"

----- SERGEANT CORE'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECT GREAT CREDIT
UPON HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

GIVEN THIS 22ND DAY OF JANUARY 2001



FOR THE SECRETARY OF THE NAVY

I. M. COMMANDING

LIEUTENANT GENERAL, U.S. MARINE CORPS

COMMANDING GENERAL, FLEET MARINE FORCE, ATLANTIC

SAMPLE OF NMCCM



GUNNERY SERGEANT YOU R. HARDCORE
UNITED STATES MARINE CORPS

For service as set forth in the following
CITATION:

“For outstanding meritorious achievement/service.

Gunnery Sergeant Hardcore's untiring efforts to carry out his/her tasks with unfailing good judgment, effectiveness, and total devotion to duty were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."

For the President,

I. M. COMMANDER
Lieutenant General, U.S. Marine Corps
Commander, U.S. Marine Corps Forces, Atlantic